

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 521000

1 SEPTEMBER 2004

Manpower Standard

FORCE HEALTH MANAGMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the work center description (WCD) for varying levels of workload in the Force Health Management function whose mission is to provide medical support to the Air and Space Expeditionary Forces and to Homeland Security. This standard applies to all ANG wings and Detachment 1, Headquarters Washington ANG, Camp Murray WA. It does not apply to Combat Readiness Training Centers (CRTC's). This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Force Health Management function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard Base, TN 37777-6283.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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1. STANDARD DATA.

1.1. Approval Date: 23 June 2004.

1.2. Man-hour Data Source. Staffing Pattern: The Operational Audit (historical record and technical estimate) technique was used to determine monthly man-hours; however, measured man-hours were found to have no correlation to a programmable workload factor. Monthly man-hours were adjusted based on a review by Functional representatives using the following criteria: number of military authorizations supported, number of aircrew positions supported and average monthly number of personnel deployed. Based on the manpower range of the adjusted data, a Staffing Pattern was developed for this function.

1.3. Man-hour Equation. $Y = 3/4/5$ (Constant Manning). A Staffing Pattern is applicable as shown in [Table 1.1](#).

Table 1.1. Manpower Requirement.

Total Authorizations Supported *	Total Requirement
600 - 1499	3
1500 - 2399	4
2400 +	5

* Refer to step-by-step instructions below to determine total authorizations supported.

1.4. Points of Contact:

1.4.1. Functionals: CMSgt Mary Gamache, ANG/SGAT, Medical Force Development, and CMSgt Tammy Simpson, ANG/SGOA, Aerospace Medicine

1.4.2. Manpower: Mrs. Dora Hooks, ANGXPME/OLTN, Management Analyst

2. APPLICATION INSTRUCTIONS.

2.1. Step 1. Apply the equation in [Paragraph 1.3](#)., by completing the following:

2.1.1. Determine the number of military authorizations supported (Manpower Data System, Part 34B).

2.1.2. For locations supporting schools, determine student man-years by completing the following:

2.1.2.1. Obtain student statistics from the appropriate school (refer to list at [Table 2.1](#)).

2.1.2.2. Determine student man-days by multiplying the number of students by class length (days).

- 2.1.2.3. Divide student man-days by the average man-year worked by function personnel ($20.91 \times 12 = 250.92$ average man-year worked).
- 2.1.2.4. Add together the student man-years for each class to determine the total student man-years supported.
- 2.1.3. Add total student man-years to the number of military authorizations supported before application of the Staffing Pattern. Refer to [Table 2.1](#).
- 2.1.4. Determine the number of school support personnel eligible for full medical support (e.g., Title 10, Air Force/Air Force Reserve augmentees, Exchange Instructor Pilots [international], and Contract Instructors) by completing the following:
- 2.1.4.1. Verify the number of support personnel eligible for full medical support from the Manpower Data System (MDS) 2I document (applicable to 134ARW TN only).
- 2.1.4.2. Verify the number of support personnel eligible for full medical support by contacting the school registrar (applicable to units other than the 134ARW TN).
- 2.1.5. Add the number of authorized positions receiving full support to the number of military authorizations supported before application of the Staffing Pattern.
- 2.1.6. Determine the total number of authorizations supported (military authorizations + student man-years + support personnel). Refer to [Table 2.1](#).

Table 2.1. School Support Man-Years.

School-Support Unit	Military Authorizations Supported	Student Man-years Supported	Support Personnel Man-years	Total Authorizations Supported
134ARW TN	1206	262	84	1552
139AW MO	1056	0	0	1056
149FW TX	978	0	0	978
162FW AZ	1590	58	42	1690
173FW OR	770	14	0	784
178FW OH	1178	14	0	1192
189AW AR	1132	0	0	1132

- 2.2. [Step 2](#). Apply the Staffing Pattern in [Table 1.1](#).
- 2.3. [Step 3](#). Apply the variance in [Attachment 4](#).
- 2.4. [Step 4](#). Apply the variance in [Attachment 5](#).

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week

to alternate work schedules ranging from four ten-hour days per week to eight nine-hour days and one eight-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

ACS - Aeromedical Consultation Service

AFSC - Air Force Specialty Code

AGR - Active Guard/Reserve

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

BCAC - Beneficiary Counseling and Assistance Coordinator

BLS - Basic Life Support

BPA - Blanket Purchase Agreement

CCQAS - Centralized Credentials Quality Assurance System

CDC - Career Development Course

CHCBP - Continued Health Care Benefit Program

CRTC - Combat Readiness Training Center

DNA - Deoxyribonucleic acid

DNIF - Duties Not To Include Flying

DoD - Department of Defense

DRP - Demand Reduction Program

EAD - Extended Active Duty

EKG - Electrocardiogram

EMC - Executive Management Committee

EMT - Emergency Medical Technician

FM - Financial Management

FSMB - Federation of State Medical Board

GSU - Geographically Separated Unit

HCFA - Health Care Financing Administration

HCP - Health Care Provider

HHQ - Higher Headquarters

HIV - Human Immunodeficiency Virus

IOT - Intraocular

LA - Lead Agent

LOD - Line of Duty

MCIF - Medical Currency Information File

MCSC - Managed Care Support Contractor

MEB - Medical Evaluation Board

MERC - Medical Equipment Repair Center

MMSO - Military Medical Support Office

MOU - Memorandum of Understanding

MPF - Military Personnel Flight

MRDSS - Medical Readiness Decision Support System

MRMG - Medical Resource Management Guide

MRSP - Mobile Readiness Spares Package

MTF - Military Treatment Facility

NGB - National Guard Bureau

OJT - On-the-Job Training

PAP - Peroxidase Antiperoxidase

PEB - Physical Evaluation Board

PIMR - Preventative Health Assessment and Individual Medical Readiness

RCPHA - Reserve Component Periodic Health Assessment

SART - Strategic Aircraft Reconstitution Team

SAV - Staff Assistance Visit

SG - Surgeon General

SOP - Special Operations Personnel

TAA - Training Affiliation Agreement

TEC - (I.G. Brown) Training and Education Center

TSC - TRICARE Service Center

UB - Uniform Billing

UMD - Unit Manpower Document

UPMR - Unit Personnel Management Roster

UTA - Unit Training Assembly

UTC - Unit Type Code

WCD - Work Center Description

WRM - War Readiness Material

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Average Monthly Workdays. The average number of days a work center operates during a month to cover stated required weekly hours of operation.

Historical Record. Documented past work performance of the work center.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Range. Varies between stated limits.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Operational Audit. A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

Programmable Workload Factor. A workload factor (WLF) and definition that matches a program variable found in programming documents that allows the WLF to be programmable (a resource identified in a programming document).

Staffing Pattern. Constant manpower.

Technical Estimate. A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

Work Center Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Variance. A condition that exists that either adds to or subtracts from the core workload, or impacts the way the work is performed. A variance can be the result of environmental, mission or technological differences, and can be either positive or negative.

Attachment 2
WORK CENTER DESCRIPTION
FORCE HEALTH MANAGEMENT

A2.1. DIRECT.

A2.1.1. MANAGEMENT.

A2.1.1.1. MANAGES MEDICAL PERSONNEL:

A2.1.1.1.1. RECRUITS MEDICAL PERSONNEL. Recruits professional / paraprofessional medical personnel. Prepares applicant recruitment folder, screens applicant record including credentials, interviews applicant and provides recommendation.

A2.1.1.1.2. PERFORMS CREDENTIALING AND PRIVILEGING. Gathers documentation from provider to establish/continue the credentialing process. Contacts diploma/license-awarding agency to verify authenticity. Performs National Practitioners Databank inquiry. Performs Federation of State Medical Board (FSMB) inquiry. Prepares Centralized Credentials Quality Assurance System (CCQAS) report. Gathers and compiles data, submits report and maintains record.

A2.1.1.1.2.1. ESTABLISHES CREDENTIALS AND PRIVILEGES (NEW ASSESSIONS).

A2.1.1.1.2.2. MAINTAINS CREDENTIALS AND PRIVILEGES (CURRENT MEDICAL PERSONNEL).

A2.1.1.2. MANAGES COMMUNICATION:

A2.1.1.2.1. DEVELOPS DIRECTIVE. Develops/reviews policy, procedure, plan, operating instruction and checklist.

A2.1.1.2.2. REVIEWS INCOMING/OUTGOING DISTRIBUTION. Reviews incoming communication for information, necessary action and routing. Reviews outgoing communication for completeness, accuracy of content and coordination; signs and dispatches.

A2.1.1.2.3. PREPARES ROUTINE CORRESPONDENCE. Prepares communication, reviews and signs completed document.

A2.1.1.2.4. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives/assists visitor, inspector or other official to accomplish purpose of visit; escorts visitor in restricted and/or controlled area.

A2.1.1.3. MANAGES RESOURCE. Manages financial requirement, resource, supply or equipment. Establishes policy and procedure. Observes condition and evaluates resource capability, performance or requirement.

A2.1.1.3.1. MANAGES FINANCIAL REQUIREMENT. Reviews, approves and submits budgetary requirement. Manages utilization of allocated funds. Coordinates with comptroller and host for transfer of funds for purchase.

A2.1.1.3.2. MANAGES MEDICAL SUPPLY. Monitors status, orders, receives and stores, performs quality control of dated item and maintains security of medical supply.

A2.1.1.3.3. MANAGES MEDICAL EQUIPMENT:

A2.1.1.3.3.1. MONITORS ASSIGNED EQUIPMENT. Monitors for storage, security and maintenance; initiates/reviews additional equipment allowance request; monitors status of equipment on order and receives/travels for pickup.

A2.1.1.3.3.2. INSTALLS OR ARRANGES INSTALLATION.

A2.1.1.3.3.3. PERFORMS OR ARRANGES MAINTENANCE. Performs periodic maintenance; coordinates Medical Equipment Repair Center (MERC) visit and testing or coordinates civilian contractor maintenance.

A2.1.1.3.4. ORDERS, MAINTAINS AND BUDGETS FOR MOBILE READINESS SPARES PACKAGE (MRSP)/WAR READINESS MATERIAL (WRM) MEDICATION. Manages and issues medication and material for a, b and c mobility bag and Strategic Aircraft Reconstitution Team (SART) kit.

A2.1.1.4. COORDINATES FACILITY MANAGEMENT. Requests space requirement and prepares facility management report. Coordinates on medical military construction program, ensures adequacy of facility, conducts inspection of addition, remodeling and new construction of medical facility. Performs periodic inspection of work center for adequate housekeeping and identifies hazard affecting safety, fire or security. Identifies facility condition requiring maintenance or repair.

A2.1.1.5. MANAGES UNIT MANPOWER DOCUMENT (UMD). Maintains UMD. Receives, reviews and consolidates UMD data; prepares manpower change request; reconciles UMD data; takes corrective action and follows up.

A2.1.1.6. MAINTAINS UNIT PERSONNEL MANAGEMENT ROSTER (UPMR). Receives, reviews and consolidates UPMR personnel data; monitors personnel transaction; reconciles against UMD data; takes corrective action and follows up.

A2.1.1.7. MANAGES SUPPORT AGREEMENT. Develops, reviews and maintains Support Agreement file. Coordinates and negotiates change to existing agreement. May include, but is not limited to, host/tenant agreement. (Does not include Training Affiliation Agreement. Refer to [Paragraph A2.1.5.1.3.](#))

A2.1.1.8. ADMINISTERS FORMAL MEDICAL AGREEMENT. Coordinates/negotiates with civilian community, hospital director, hospital administrator, county coroner and/or medical treatment facility. Includes, but is not limited to, laboratory account, mishap/emergency response, safety eyeglass account, etc.

A2.1.1.9. PERFORMS SELF INSPECTION. Manages/monitors/tracks progress of unit self-inspection program. Maintains continuity binder. Updates self-inspection database. Reports the status of the program to the Commander and Executive Management Committee (EMC).

A2.1.1.10. MANAGES MEDICAL CURRENCY INFORMATION FILE (MCIF). Establishes, maintains and updates MCIF for unit membership to ensure the successful dissemination of information to assigned personnel. Includes current information, directive, policy and procedure.

A2.1.1.11. ATTENDS OR CONDUCTS BRIEFING, CONFERENCE OR MEETING. Gathers information, organizes reference material and attends/conducts briefing, conference or meeting.

A2.1.1.12. PROVIDES PARAPROFESSIONAL ASSISTANCE TO MEDICAL INQUIRY. Responds to inquiry by researching, compiling information, generating response and providing information through correspondence, telephone, electronic or in-person response.

A2.1.1.13. MANAGES CONTRACT AND BLANKET PURCHASE AGREEMENT (BPA). Prepares document for contract professional service (physician, dentist, optometrist, etc.) or other contract services (mammography, Peroxidase Antiperoxidase [PAP] smear, laboratory, etc.). Monitors BPA.

A2.1.1.14. REVIEWS MEDICAL RECORD FOR MEDICAL CERTIFICATION FOR SECURITY CLEARANCE.

A2.1.2. FORCE HEALTH READINESS:

A2.1.2.1. MANAGES FITNESS TESTING. Maintains continuity binder, trains unit fitness monitor, monitors and reschedules remedial testing, establishes annual Wing testing schedule, maintains fitness testing equipment, coordinates Medical Review Officer participation and briefs Wing on fitness status. Performs quality control measures.

A2.1.2.2. PREPARES/PROCESSES INITIAL PHYSICAL EXAMINATION. Reviews, prepares and/or processes initial physical examination in final form.

A2.1.2.2.1. REVIEWS AND PROCESSES ASSESSION/TRANSFER PHYSICAL.

A2.1.2.2.2. REVIEWS, PREPARES AND/OR PROCESSES ENLISTMENT/COMMISSION PHYSICAL.

A2.1.2.2.3. REVIEWS, PREPARES AND/OR PROCESSES ACTIVE GUARD/RESERVE (AGR)/EXTENDED ACTIVE DUTY (EAD) PHYSICAL.

A2.1.2.2.4. REVIEWS, PREPARES AND/OR PROCESSES INITIAL FLYING CLASS I/IA, II PHYSICAL.

A2.1.2.2.5. REVIEWS, PREPARES AND/OR PROCESSES INITIAL FLYING CLASS III OR SPECIAL OPERATION DUTY PHYSICAL.

A2.1.2.2.6. REVIEWS, PREPARES AND/OR PROCESSES GENERAL OFFICER (PROMOTION CYCLE) EXAMINATION.

A2.1.2.2.7. REVIEWS, PREPARES AND/OR PROCESSES SURVIVAL SCHOOL MEDICAL CLEARANCE.

A2.1.2.3. PERFORMS FOLLOW UP ACTION:

A2.1.2.3.1. TRACKS EXAMINATION, SCHEDULES REQUIRED SPECIAL TEST, COORDINATES WITH HIGHER HEADQUARTERS (HHQ), WING/SQUADRON COMMANDER, INDIVIDUAL AND/OR CIVILIAN PROVIDER.

A2.1.2.3.2. MAKES COPY OF EXAMINATION (E.G., TRANSFER, SEPARATION, ETC.) FOR AUTHORIZED INDIVIDUAL/AGENCY.

A2.1.2.3.3. REVIEWS AND UPDATES FOLLOW UP INFORMATION RECEIVED FROM OUTSIDE MEDICAL SOURCE AND ENSURES PROPER DOCUMENTATION IN MEDICAL RECORD.

A2.1.2.4. PERFORMS PARAPROFESSIONAL TASK ASSOCIATED WITH PHYSICAL EXAMINATION/STANDARD:

A2.1.2.4.1. PREPARES EXAMINATION ROOM.

A2.1.2.4.2. TAKES MEASUREMENT OF HEIGHT, WEIGHT, BLOOD PRESSURE AND/OR PULSE.

A2.1.2.4.3. SUPERVISES PARAPROFESSIONAL PORTION OF EXAMINATION. Trains new associate or traditional member to perform examination.

A2.1.2.4.4. PERFORMS ELECTROCARDIOGRAM (EKG) TEST.

A2.1.2.4.5. PERFORMS VISION SCREENING TEST. Vision screening includes intraocular (IOT), color vision and depth perception.

A2.1.2.4.6. PREPARES FOR SHIPMENT. Prepares laboratory specimen and documentation for shipment. Includes sample obtained during the weekday operations as well as specimen taken during a Unit Training Assembly (UTA).

A2.1.2.4.7. TRAVELS FOR SPECIMEN DELIVERY AND PICK UP. Includes sample obtained during the weekday operations as well as specimen taken during UTA.

A2.1.2.4.8. REVIEWS RESULT FROM LABORATORY TESTING/SAMPLING. Includes sample obtained during the weekday operations as well as specimen taken during UTA.

A2.1.2.4.9. PERFORMS ANTHROPOMETRICAL MEASUREMENT. Measurement required for initial flying duty.

A2.1.2.4.10. REVIEWS/DOCUMENTS CYTOLOGY (PAP) RESULT.

A2.1.2.4.11. SCHEDULES, REVIEWS AND DOCUMENTS MAMMOGRAPHY EXAMINATION.

A2.1.2.5. PERFORMS FLIGHT EVALUATION:

A2.1.2.5.1. RECOMMENDS CONTINUANCE, REMOVAL OR RETURN TO FLYING STATUS (RTFS), AF IMT 1042, *MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY*.

A2.1.2.5.2. CONSULTS WITH FLIGHT SURGEON.

A2.1.2.5.3. COORDINATES ACTION REQUIRED BY EVALUATION OF FLIGHT SURGEON. Coordinates action such as return to duty, current status, further evaluation, continuing duties not to include flying (DNIF), etc.

A2.1.2.5.4. INITIATES/COORDINATES FOLLOW UP EVALUATION, SPECIAL TEST OR CONSULTATION.

A2.1.2.5.5. FORWARDS RECOMMENDATION TO COMMANDER AND FLIGHT RECORD.

A2.1.2.5.6. PREPARES AND UPDATES AF IMT 1041, *MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY LOG*.

A2.1.2.6. MANAGES PRE-DEPLOYMENT/POST-DEPLOYMENT PROCESSING SUPPORT:

A2.1.2.6.1. PROVIDES PRESCREENING FOR MEDICAL/DENTAL/MENTAL HEALTH AND EVALUATION OF PERSONNEL ELIGIBILITY FOR DEPLOYMENT. Required pre- and post-deployment preventive medicine needs are identified, accomplished and documented, e.g., human immunodeficiency virus (HIV), immunizations, malaria chemo prophylaxis, mental health, medical and dental clearance for worldwide qualification and other follow up as required by command authority. Reviews Preventative Health Assessment and Individual Medical Readiness (PIMR) data and health/dental record. Validates that deoxyribonucleic acid (DNA) is on file at repository.

A2.1.2.6.2. REVIEWS POSITIVE RESPONSE AND SCHEDULES FOR FOLLOW UP WITH MEDICAL (MILITARY/CIVILIAN) PROVIDER. Files documentation in medical record.

A2.1.2.6.3. NOTIFIES COMMANDER OF PERSONNEL DEPLOYMENT LIMITATION ASSOCIATED WITH WORLDWIDE ELIGIBILITY (MEDICAL, DENTAL AND MENTAL HEALTH CONDITION).

A2.1.2.6.4. FOLLOWS UP ON MEDICAL DISPOSITION RELATED TO DEPLOYMENT ILLNESS, INJURY OR DISEASE.

A2.1.2.7. MONITORS MEDICAL STATUS OF MILITARY PERSONNEL:

A2.1.2.7.1. IDENTIFIES AND PROFILES PERSONNEL WITH MEDICAL CONDITION IMPACTING DUTY PERFORMANCE OR ASSIGNMENT RESTRICTION. Profile is generated, distributed and filed in the member's record not later than the following UTA.

A2.1.2.7.2. IDENTIFIES, PROFILES AND MONITORS PERSONNEL WITH TEMPORARY DUTY RESTRICTION. Profiles reflect physical impairment with appropriate release date and reasonable restriction.

A2.1.2.7.3. OBTAINS REFERRAL FOR PERSONNEL REQUIRING MEDICAL EVALUATION FOR WORLDWIDE DUTY/MEB FOR DISQUALIFYING DUTY OR NONDUTY-RELATED MEDICAL CONDITION.

A2.1.2.7.4. REVIEWS AND VALIDATES PROFILE DISQUALIFIED FOR WORLDWIDE DUTY (P4T).

A2.1.2.7.5. INITIATES AF IMT 422, *PHYSICAL PROFILE SERIAL REPORT*:

A2.1.2.7.5.1. INITIATES AF IMT 422 FOR PERSONNEL WHO FAIL TO COMPLETE MEDICAL/DENTAL REQUIREMENT.

A2.1.2.7.5.2. INITIATES AF IMT 422 ONCE MEMBER COMPLETES MEDICAL/DENTAL REQUIREMENT OR MEDICAL/DENTAL CONDITION REFLECTS A PROFILE CHANGE.

A2.1.2.7.6. NOTIFIES COMMANDERS AND UNIT DEPLOYMENT MANAGER WHEN A MEMBER'S MEDICAL/DENTAL CONDITION OR DUTY RESTRICTION AFFECTS DEPLOYABLE STATUS.

A2.1.2.8. MANAGES WORLDWIDE DUTY EVALUATION:

A2.1.2.8.1. MANAGES MEDICAL EVALUATION OF MEMBER WITH DISQUALIFYING NONDUTY-RELATED MEDICAL CONDITION. Members with identified medically disqualifying conditions are appropriately identified and referred for medical evaluation for worldwide duty.

A2.1.2.8.2. REQUESTS AND DOCUMENTS RECEIPT OF MEMBER'S MEDICAL INFORMATION FROM CIVILIAN PROVIDER.

A2.1.2.9. MANAGES RESERVE COMPONENT PERIODIC HEALTH ASSESSMENT (RCPHA):

A2.1.2.9.1. IDENTIFIES EDUCATION AND TRAINING NEED FOR MEDICAL STAFF TO PERFORM RCPHA.

A2.1.2.9.2. PROVIDES TRAINING FOR UNIT RCPHA MONITORS. Provides training on issues and unique aspects of their squadron/flight. Obtains appropriate follow up action/information and refers to the Medical Squadron for focused medical assessment which is determined by military occupation and health risk factor.

A2.1.2.9.3. TRAINS MEDICAL PERSONNEL ON UTILIZATION OF PIMR SOFTWARE.

A2.1.2.9.4. SCHEDULES RCPHA APPOINTMENT TO INCLUDE PARAPROFESSIONAL TESTING REQUIRED BY RCPHA GRID.

A2.1.2.9.5. REVIEWS MILITARY-UNIQUE READINESS REQUIREMENT.

A2.1.2.9.6. DETERMINES ANCILLARY AND PARAPROFESSIONAL TESTING AS DETERMINED BY THE INDIVIDUAL'S AGE, GENDER AND HEALTH RISK FACTOR.

A2.1.2.9.7. UPDATES AND VALIDATES AF IMT 422.

A2.1.2.9.8. IDENTIFIES BY AF IMT 422 MEMBER FOUND TO HAVE A SUSPECTED OCCUPATIONAL ILLNESS/INJURY TO UNIT COMMANDER, SUPERVISOR AND PUBLIC HEALTH.

A2.1.2.9.9. ANNOTATES LABORATORY RESULT ON STANDARD FORM (SF) 600, *CHRONOLOGICAL RECORD OF MEDICAL CARE*, AND OBTAINS PROVIDER'S VALIDATION OF RESULT.

A2.1.2.9.10. TRACKS PIMR AND REPORTS NONCOMPLIANCE INFORMATION TO SQUADRON/FLIGHT.

A2.1.2.9.11. SENDS COUNSELING LETTER/RECOMMENDED FOLLOW UP ACTION TO MEMBER UPON COMPLETION OF RCPHA.

A2.1.2.9.12. TRACKS RCPHA STATISTIC AND INDIVIDUAL UNIT/INSTALLATION COMPLIANCE AND REPORTS TO WING AND UNIT COMMANDER. Persistent problems with compliance are reported through the medical chain of command for assistance and appropriate supporting action.

A2.1.2.9.13. UPDATES AND VALIDATES DD FORM 2766, *ADULT PREVENTIVE AND CHRONIC CARE FLOW SHEET*. Performs quality control review of DD Form 2766 or AF IMT 1480B, *Adult Preventive and Chronic Care Flowsheet Continuation Sheet*, to ensure required entries have been accomplished. Returns form with error to appropriate medical personnel for correction.

A2.1.2.9.14. FILES RCPHA DOCUMENTATION IN MEMBER'S MEDICAL RECORD.

A2.1.2.9.15. REVIEWS AND DOCUMENTS RECENT AND SIGNIFICANT PAST MEDICAL HISTORY ON SF 507, *HEALTH HISTORY QUESTIONNAIRE / INTERNAL HISTORY*. The history is reviewed and those requiring additional assessment are forwarded to the health care provider (HCP) for evaluation.

A2.1.2.9.16. MONITORS RCPHA THROUGH TO COMPLETION. Completion is defined as the final copy filed in the member's health record or within two UTAs.

A2.1.2.9.17. INITIATES AF IMT 1042 WITH OTHER REQUIRED RCPHA DOCUMENTATION AND PROVIDES A COPY TO MEMBER'S SERVICING FLIGHT MANAGEMENT OFFICE.

A2.1.2.9.18. IDENTIFIES, DOCUMENTS AND ENSURES MEMBER IS NOTIFIED OF ABNORMAL LABORATORY OR DIAGNOSTIC RESULT. Member is notified to follow up with civilian provider.

A2.1.2.9.19. NOTIFIES COMMANDER WHEN INDIVIDUAL FAILS TO COMPLETE RCPHA REQUIREMENT. Initiates and processes AF IMT 422.

A2.1.2.10. MANAGES DUTY RESTRICTION FOR FLYING AND SPECIAL OPERATIONS PERSONNEL (SOP):

A2.1.2.10.1. REVIEWS MEDICAL CARE RECEIVED BY FLYER AND SOP OUTSIDE THE MEDICAL UNIT.

A2.1.2.10.2. ENSURES FLIGHT SURGEON REVIEWS AND DOCUMENTS IN THE MEDICAL RECORD THE MEDICAL CARE RECEIVED BY FLYER AND SOP OUTSIDE THE MEDICAL UNIT.

A2.1.2.11. MANAGES MEDICAL EVALUATION BOARD (MEB):

A2.1.2.11.1. COORDINATES, PREPARES AND/OR PROCESSES MEB WITH ACTIVE DUTY FACILITY. (Mobilized personnel only.)

A2.1.2.11.2. SERVES AS PRIMARY LOCAL INTERFACE WITH MILITARY PERSONNEL FLIGHT (MPF) FOR MEB/PHYSICAL EVALUATION BOARD (PEB) PROCESS/ISSUE/CONCERN.

A2.1.2.12. MANAGES WAIVER. Reviews, prepares and/or processes waiver documentation for submission. Develops and maintains tracking system.

A2.1.2.12.1. REVIEWS, PREPARES AND/OR PROCESSES NON-FLYING (INITIAL) WAIVER.

A2.1.2.12.2. REVIEWS, PREPARES AND/OR PROCESSES FLYING (INITIAL/RENEWAL) WAIVER. Acts as Force Health Management reviewer.

A2.1.2.12.3. REVIEWS, PREPARES AND/OR PROCESSES WORLDWIDE DUTY WAIVER AND FORWARDS TO HHQ.

A2.1.2.13. MANAGES DENTAL READINESS CLASSIFICATION:

A2.1.2.13.1. NOTIFIES COMMANDER OF MEMBER IDENTIFIED AS DENTAL READINESS CLASS THREE AND PROFILED P4T.

A2.1.2.13.2. MANAGES AND CONTROLS DENTAL HEALTH RECORD. Maintains, signs in and out and reviews, stores and secures dental health record. Identifies and forwards retained record of discharged personnel.

A2.1.2.13.3. SCHEDULES INDIVIDUAL WITH CHANGE IN DENTAL STATUS FOR DENTAL EXAMINATION.

A2.1.2.14. MANAGES HEALTH RECORD. Includes supported tenant and geographically separated unit (GSU). Maintains medical record on assigned personnel, including flyer and SOP to include expiration date of existing waiver, participation in soft contact lens program and documentation of drug pre-testing.

A2.1.2.14.1. SAFEGUARDS MEDICAL INFORMATION. Documents disclosure of medical information, secures access to outpatient record and completes documentation to sign out health record. Tracks, follows up and retrieves charged-out record. Educates medical staff and unit members on necessity of maintaining health record at the medical facility. Notifies MPF and unit commander of missing record. Regains custody of health record being maintained by individual.

A2.1.2.14.2. IDENTIFIES AND FORWARDS HEALTH RECORD OF RETIRING, SEPARATING OR TRANSFERRING PERSONNEL.

A2.1.2.15. CONDUCTS INVENTORY, REVIEW AND AUDIT OF HEALTH RECORD. Reviews health and dental record to ensure record contains accurate and complete data.

A2.1.2.16. MANAGES PREGNANCY PROFILE:

A2.1.2.16.1. REQUESTS INFORMATION FROM MEMBER'S PRIMARY OBSTETRICAL PROVIDER. Pregnancy must be verified with written confirmation of the member's primary obstetrical provider to the unit medical officer.

A2.1.2.16.2. REVIEWS INFORMATION FROM PROVIDER AND INITIATES, PROCESSES AND DISTRIBUTES AF IMT 422 P4T.

A2.1.2.16.3. INITIATES, PROCESSES AND DISTRIBUTES AF IMT 422 ONCE OBSTETRICAL PROVIDER RELEASES MEMBER TO RETURN TO WORLDWIDE DUTY.

A2.1.2.17. NOTIFIES AND SCHEDULES AEROMEDICAL CONSULTATION SERVICE (ACS) EVALUATION. ACS evaluates aircrew member removed from flying duty for medical reason, inactive aircrew and disqualified aircrew in ACS clinical management group, inactive aircrew initial ACS evaluation for flying position and flying training applicant.

A2.1.2.18. MANAGES LINE OF DUTY (LOD) DETERMINATION:

A2.1.2.18.1. IDENTIFIES WHEN A MEMBER SUSTAINS ILLNESS, INJURY OR DISEASE.

A2.1.2.18.2. OBTAINS INCIDENT STATEMENT/REPORT. Obtains orders or UTA make-up sheet, individual's statement, witness statement and/or police report.

- A2.1.2.18.3. INITIATES AF IMT 348, *LINE OF DUTY DETERMINATION*, OR DOCUMENTS ON SF 600.
- A2.1.2.18.4. REVIEWS PATIENT'S HEALTH RECORD TO RULE OUT CONDITION EXISTING PRIOR TO SERVICE.
- A2.1.2.18.5. FORWARDS ORIGINAL AF IMT 348 TO MPF.
- A2.1.2.18.6. REQUESTS AND OBTAINS MEDICAL DOCUMENTATION FROM MEDICAL TREATMENT FACILITY.
- A2.1.2.18.7. REVIEWS PATIENT'S DOCUMENTATION TO DETERMINE CURRENT STATUS AND FILES IN PATIENT'S HEALTH RECORD.
- A2.1.2.18.8. INITIATES AF IMT 422 IF THE MEDICAL CONDITION RENDERS THE MEMBER DISQUALIFIED FOR WORLDWIDE DUTY OR IF THERE ARE DUTY RESTRICTIONS.
- A2.1.2.18.9. DETERMINES INCAPACITATION STATUS. Initiates orders extension and completes required documentation.
- A2.1.2.18.10. CONSULTS WITH MILITARY PROVIDER.
- A2.1.2.18.11. COORDINATES WITH OTHER ORGANIZATION. Coordinates with unit, MPF, Financial Management (FM) and/or ANG, Surgeon General (ANG/SG).
- A2.1.2.18.12. ENSURES PATIENT RECEIVES AUTHORIZED MEDICAL CARE. Consults with primary care physician, coordinates care, sets up appointment and/or prepares notification for patient.
- A2.1.2.18.13. FOLLOWS UP ON CASE FILE. Obtains signed medical release from patient and requests summary/result.
- A2.1.2.18.14. PROCESSES REQUEST FOR PAYMENT. Processes LOD bill/claim. Obtains member's bill for medical services (Health Care Financing Administration [HCFA] Form 1500, *Health Insurance Billing* form, or Uniform Billing [UB] Form 92, *Hospital Billing* form); attaches bill, completed AF IMT 348 and Military Medical Support Office (MMSO) form and mails to MMSO; requests preauthorization for follow up care; and faxes AF IMT 348 and copy of treatment plan and other requested documentation from civilian provider to MMSO.
- A2.1.2.19. MANAGES TRICARE:
- A2.1.2.19.1. PERFORMS AS PRIMARY LIAISON WITH ANG/SG ON TRICARE PROCESS/ISSUE/CONCERN.

A2.1.2.19.2. PERFORMS AS PRIMARY INTERFACE WITH MPF.

A2.1.2.19.3. SERVES AS PRINCIPAL TRICARE PROGRAM ADVOCATE AT WING LEVEL. Presents TRICARE program benefits and entitlements to eligible ANG personnel and dependents.

A2.1.2.19.4. COUNSELS BENEFICIARY. Counsels beneficiary regarding TRICARE and consults with agency to clarify information on TRICARE option, TRICARE prime remote, TRICARE dental program, transitional healthcare benefit, Continued Health Care Benefit Program (CHCBP) and other TRICARE-related program.

A2.1.2.19.5. COORDINATES WITH APPROPRIATE AGENCY. Coordinates with military medical and dental treatment facility, Department of Defense (DoD) health services region lead agent (LA), regional Managed Care Support Contractor (MCSC) local Tricare Service Center (TSC) and MMSO points of contact to best meet the beneficiaries' needs for information or assistance. Facilitates communication with Military Treatment Facility (MTF) and/or LA beneficiary counseling and assistance coordinator (BCAC), MTF debt collection and assistance coordinator, MCSC, TCS and MMSO for issue coordination and resolution.

A2.1.2.20. COORDINATES AGR HEALTH CARE. Assists AGR with obtaining medical/dental/vision care.

A2.1.2.21. ADMINISTERS DEMAND REDUCTION PROGRAM (DRP). Directs and controls drug urinalysis testing according to regulatory and higher headquarters directives. Safeguards sensitive medical information.

A2.1.2.21.1. EDUCATES/BRIEFS UNIT COMMANDER, FIRST SERGEANT AND SUPERVISOR ON DRUG TESTING PROGRAM.

A2.1.2.21.2. MANAGES AIR FORCE DRUG TESTING DATABASE. System selects individual to be tested. Distributes selection letter to trusted agent.

A2.1.2.21.3. OBTAINS URINE SPECIMEN. Ensures drug test complies with DOD and USAF directives, instructions and guidelines.

A2.1.2.21.4. PREPARES SPECIMEN FOR SHIPMENT. Maintains chain of custody, including documentation and signatures. Ships specimen to laboratory.

A2.1.2.21.5. NOTIFIES APPROPRIATE PERSONNEL (E.G., MEDICAL REVIEW OFFICER [MRO], COMMANDER, SUPERVISOR, JUDGE ADVOCATE, ETC.) WHEN POSITIVE RESULT IS RECEIVED.

A2.1.2.21.6. TAKES APPROPRIATE ACTION TO ENSURE THAT LESS THAN ONE PERCENT OF SPECIMENS ARE UNTESTABLE. Reviews statistic and laboratory result to identify untestable discrepancy. Maintains statistic/metric and develops action plan to reduce untestable error.

A2.1.2.21.7. TRACKS MEMBER UNAVAILABLE FOR TESTING AND COORDINATES WITH TRUSTED AGENT TO TEST INDIVIDUAL UPON RETURN TO DUTY.

A2.1.2.21.8. PROVIDES AND DOCUMENTS PERIODIC TRAINING SESSION FOR OBSERVERS ON THE COLLECTION AND OBSERVATION PROCESSES.

A2.1.2.21.9. COORDINATES DRUG TESTING ACTIVITY WITH OTHER AGENCY.

A2.1.2.21.10. REQUESTS AND ADMINISTERS DRP FUNDING, INCLUDING MILPERS AND OPERATIONS AND MAINTENANCE FUNDS. Determines funding requirement, obtains funding from counter drug program, coordinates with local Finance office and tracks expenditure.

A2.1.2.21.11. ACTS AS FOCAL POINT FOR BASE-LEVEL DRUG TESTING ISSUES. Responds to drug testing inquiries and/or requests from higher headquarters.

A2.1.3. READINESS REPORTING:

A2.1.3.1. COORDINATES/MANAGES UNIT TYPE CODE (UTC) WARTIME TASKING. Manages requirement for medical squadron's UTC tasking. Coordinates, reviews, processes and maintains UTC requirement and makes skill level or Air Force Specialty Code (AFSC) substitution. Ensures plan is in place and meets requirement.

A2.1.3.2. MANAGES/OVERSEES MEDICAL READINESS DECISION SUPPORT SYSTEM (MRDSS).

A2.1.3.3. PROVIDES INPUT TO BASE SUPPORT, DISASTER AND DEPLOYMENT PLAN. Evaluates medical readiness capability.

A2.1.3.4. COORDINATES ANNUAL EXERCISE SCHEDULE.

A2.1.3.5. COORDINATES MASS CASUALTY EXERCISE.

A2.1.4. REPORTING. Identifies and validates data, formulates, inputs, prepares, forwards and files report.

A2.1.4.1. PREPARES MEDICAL RESOURCE MANAGEMENT GUIDE (MRMG).

A2.1.4.2. RESPONDS TO HIGHER HEADQUARTERS/OFFICIAL SURVEY/INQUIRY/REPORT REQUIREMENT. Includes Congressional Inquiry.

A2.1.5. TRAINING. Manages formal/supplemental training. Prepares school projection and course request; notifies individual and alternate; disseminates documentation; briefs member; coordinates on disciplinary action, special requirement or personnel/pay action; and/or processes training waiver.

A2.1.5.1. MANAGES TRAINING:

A2.1.5.1.1. DEVELOPS/REVIEWS TRADITIONAL GUARDSMAN TRAINING PLAN. Identifies requirement and develops a plan of accomplishment.

A2.1.5.1.2. COORDINATES TRAINING RESOURCE. Arranges for needed equipment, supply, facility and other resource.

A2.1.5.1.3. MANAGES TRAINING AFFILIATION AGREEMENT (TAA). Develops and prepares TAA and memorandum of understanding (MOU) between unit and servicing medical organization (civilian). Reviews for appropriateness and currency. Coordinates renewal review prior to expiration date.

A2.1.5.1.4. MANAGES ANNUAL TRAINING:

A2.1.5.1.4.1. DEVELOPS MASTER PLAN. Develops outline/draft for the plan to include squadron AFSC and work schedule. Coordinates plan with other agency and/or HHQ. Distributes plan to supporting agency and squadron personnel.

A2.1.5.1.4.2. COORDINATES WITH TRAINING SITE/FACILITY. Coordinates with host facility; arranges logistical support; develops plan specific to actual tour and reproduces and distributes plan and/or addendum.

A2.1.5.1.4.3. CONDUCTS SITE VISIT. Performs site survey. Prepares or assists with after-action report, disseminates and files.

A2.1.5.1.4.4. DEVELOPS CONSOLIDATED ANNUAL TRAINING FISCAL REQUIREMENT. Projects travel and per diem and consolidates and coordinates financial requirement. (Workdays covered at [Paragraph A2.1.7.3.2.](#))

A2.1.5.2. MANAGES ANCILLARY TRAINING.

A2.1.5.3. MANAGES CAREER DEVELOPMENT COURSE (CDC):

A2.1.5.3.1. PROJECTS TRAINED PERSONNEL REQUIREMENT.

A2.1.5.3.2. FOLLOWS UP ON FORMAL COURSE QUOTA.

A2.1.5.4. MANAGES QUALIFICATION/UPGRADE TRAINING PROGRAM. Initiates AF IMT 2096, *Classification/On-The-Job Training Action*.

A2.1.5.5. COORDINATES BASIC LIFE SUPPORT (BLS) TRAINING.

A2.1.5.6. REQUESTS AND SCHEDULES COURSE EXAMINATION.

A2.1.5.7. ENSURES ACCURACY OF DATA INPUT INTO AUTOMATED SYSTEM.

A2.1.5.8. PREPARES TRAINING STATUS REPORT. Reviews training forecast, course status report, consolidated training report and on-the-job training (OJT) report. Extracts data, summarizes and compiles training status report.

A2.1.6. CIVILIAN AND MILITARY CERTIFICATION:

A2.1.6.1. ATTENDS 24-HOUR EMERGENCY MEDICAL TECHNICIAN (EMT) REFRESHER COURSE.

A2.1.6.2. ACQUIRES 48-HOURS OF CONTINUING EDUCATION FOR EMT CERTIFICATION.

A2.1.6.3. MAINTAINS HEARING CONSERVATION CERTIFICATION (2-DAY RECERTIFICATION).

A2.1.6.4. MAINTAINS DOD CLINICAL LABORATORY IMPROVEMENT PROGRAM CERTIFICATION.

A2.1.7. SUPPORT SERVICES:

A2.1.7.1. SCHEDULES MEDICAL TEST:

A2.1.7.1.1. SCHEDULES X-RAY.

A2.1.7.1.2. SCHEDULES MAMMOGRAPHY.

A2.1.7.2. MANAGES LIBRARY. Maintains medical publications and multimedia library and training material. Procures, maintains and inventories.

A2.1.7.3. MANAGES ADMINISTRATIVE ORDERS/TRAVEL AND WORKDAY ASSET:

A2.1.7.3.1. MANAGES ADMINISTRATIVE ORDER/AUTOMATED ORDER SYSTEM. Prepares, revokes, amends, reproduces, distributes, logs, and maintains various types of orders.

A2.1.7.3.2. MANAGES MEDICAL WORKDAY ASSET. Establishes requirement, receives, forecasts and distributes allocation, maintains record of workday utilization and adjusts workday balance with medical commander and base workday control monitor.

A2.1.8. INSPECTION. Performs weekday workload associated with inspection. Prepares for and participates in inspection event. Coordinates on inspection schedule. Compiles inspection documents and procures supplies and equipment required by inspectors. Coordinates, schedules and conducts/participates in inspection meeting with program managers.

A2.1.9. STAFF ASSISTANCE VISIT (SAV). Conducts SAV for supported unit. Includes travel to/from and documentation of result.

A2.1.10. UNIT TRAINING ASSEMBLY (UTA). Performs preparation and scheduling tasks associated with training activities for drill status guardsmen.

A2.2. INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3
MANPOWER TABLE

A3.1. Standard Manpower Table.

STANDARD MANPOWER TABLE							
WORK CENTER/FAC		APPLICABILITY MANHOUR					
Force Health Management/521000		N/A					
Air Force Specialty Title	AFSC	Grade	Manpower Requirement				
Health Systems Specialist	4N000	Civ	1	1	1	1	
Health Systems Technician	4N0X1	Civ	2	3	4	5	
Total			3	4	5	6	

NOTE. AFSCs may be adjusted at the discretion of the Commander.

Attachment 4
VARIANCE
School Support Variance

A4.1. TITLE. Positive Mission Variance for School Support

A4.2. DEFINITION.

A4.2.1. The support of a significantly high number of student man-years.

A4.2.2. The in-/out-processing requirements per student vary from weekly to every six weeks.

A4.2.3. Student sick call is performed daily.

A4.3. IMPACT. $Y = 1$.

A4.4. APPLICABILITY. The variance applies to the 134ARW TN.

Attachment 5**VARIANCE****Geographically Separated Unit Variance**

A5.1. TITLE. Positive Mission Variance for Outer Island Geographically Separated Unit (GSU) Support.

A5.2. DEFINITION.

A5.2.1. The support of a geographically separated unit.

A5.2.2. The preparation for and recovery from Medical support provided to GSUs. Performance of Medical support itself is accomplished during the Medical Group's regularly scheduled Unit Training Assembly (UTA).

A5.3. IMPACT. Y = 1. Measured man-hours equate to one manpower requirement.

A5.4. APPLICABILITY. The variance applies to the 154WG HI.